



TUI Airline Ground Operations

Instruction Notice

EMA Safe Loading Guide

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To: All stations
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Applicability: TUI Airways (TOM-BY) / TUIfly Nordic (BLX-6B) / TUI fly Belgium (JAF-TB) / TUI fly Netherlands (TFL-OR) / TUIfly Germany (TUI-X3)

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Dear partner,

The requirements for acceptance and safe loading of electric mobility aids (EMA's) is clearly documented in each airlines' ground handling Manuals.

However, recently we have received feedback and Safety Reports regarding some local alternative interpretations as to what size lithium batteries can be carried with some compliant batteries being offloaded and non-compliant batteries being carried.

The attached QRH is a simplified guide covering the basic requirements to assist you when accepting EMA's and how to identify Lithium-ION batteries watt hour (Wh), the numbers to be carried and in which location.

Kind regards,

TUI Airline Ground Operations

WCBD = Non-Spillable Batteries. WCLB = Lithium Batteries.

Battery Restrictions. Battery Attached to the EMA.

	<u>WATT HOUR (Wh); QTY RESTRICTION.</u>	<u>SSR Code</u>
Non Spillable	N/A	WCBD
1 x Lithium-ION battery	MAX 300Wh	WCLB
Or 2 x Lithium-ION batteries	MAX 160Wh each	WCLB

Removed Battery in Cabin Restrictions. Loose/ Not on Device

	<u>WATT HOUR (Wh); QTY RESTRICTION.</u>	<u>SSR Code</u>
Non Spillable	N/A	WCBD
1 x Lithium-ion battery	1 battery not exceeding 300Wh	WCLB
Or 2 x Lithium-ion batteries	2 batteries not exceeding 160Wh each	WCLB

Spare Lithium-ion Battery (ies) (WCLB). A passenger may carry a maximum of:

1 x spare Lithium-ion battery not exceeding 300Wh
or 2 x spare Lithium-ion batteries each not exceeding 160Wh each.

HOLD = NO

CABIN = YES

Thus - maximum no. of batteries in cabin can be = 2 batteries up to or <300Wh; OR 4 batteries up to or <160 Wh

Calculate Watt Hour Rating for a Lithium-ion battery. Volts (V) x Ampere (Ah) = Watt Hour (Wh) (e.g 5V x 25A = 125Wh)

Non Spillable DRY (WCBD) Attached to EMA	CABIN = NO	HOLD = YES
Non Spillable DRY (WCBD) Removed from EMA	CABIN = NO	HOLD = YES
Lithium-ION (WCLB) Attached to EMA	CABIN = NO	HOLD = YES
Lithium-ION (WCLB) Removed from EMA	CABIN = YES	HOLD = NO

Maximum EMA Dimensions: B737 - H86cm x W119cm x D119cm. B787 - H150cm x W150cm x D119cm.

- The check-in agent will issue an EMA Tag which must be filled in and attached to the EMA. The EMA tag is carbonated, distribute copies to a. Flight Deck, b. Flight File, c. Fixed to EMA.
- An EMA can be immobilised at check-in, at the boarding gate, at the aircraft side. As soon as this is complete, the EMA Tag must be signed by the responsible person.
- 3 Methods to Immobilising the EMA: **A.** Power switched off and remove the key. **B.** Detach Cable from battery/controller's/ connectors and protect against short circuit. **C.** Insert Inhibiting plug (Air Safe Plug)
- Removal of the battery should not be necessary in most instances; this is in accordance with the regulation. If the EMA is lithium-ion powered and the battery is designed to be removed it must travel in the cabin.
- If there is no signature or it is evident that the EMA has not been made safe, it must not be loaded. The loading supervisor must contact the person who was responsible for making the device safe for carriage for them to immobilize the power supply.
- The EMA loading location must be clearly marked on the LIRF and note this on the EMA Tag.
- Multiple EMA's can be loaded in the same netted compartment however they must be secured separately.
- EMA's must be loaded upright and cannot be loaded at any other angle.
- If the planned aircraft is containerised, plan for the mobility aid to be loaded in a dedicated ULD which will be required to be loaded next to the hold door.
- Only anchor points on the floor should be used and the EMA's anchor point should not be shared with compartment nets.
- EMA's do not appear on a NOTOC but the DG regulation requires that the PIC needs to be aware of any EMA's loaded and the loading position of the battery.